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ABSTRACT

This guide teaches the new tools and the new rules for writing a resume that can be used by both computers and human readers. Chapter 1 gives an overview of the explosive speed at which hiring automation is moving, notes advantages and disadvantages to job seekers, and suggests a simple method for becoming skilled in keyword searching. Chapter 2 reviews the technology that reads, stores, and retrieves resumes and explains why a good scannable resume differs from a paper resume. Chapter 3 helps develop keyword skills. Chapter 4 focuses on the right look for the new resume and offers 15 power tips for scannable resumes. Chapter 5 suggests how to develop the keyword resume. A description of the new approach is followed by a review of classic resume formats. Chapter 6 examines why it is effective to write more than one resume version and provides tips for tailoring a core resume to specific positions. Chapter 7 offers a collection of resumes acceptable both to computers and people. They illustrate both format and concept. A checklist for scannable resumes concludes the chapter. Chapter 8 looks at a new style of resume--the video resume interview--and offers tips and scripts. Chapter 9 offers guidance to those who are passed over by recruiting computers. An index is provided. (YLB)

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